

Roll No. 

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Total No. of Pages : 02

Total No. of Questions : 09

**BMCI (2014 & Onwards) (Sem.-1)****COMMUNICATION****Subject Code : BMCI-102****M.Code : 72199****Time : 3 Hrs.****Max. Marks : 60****INSTRUCTION TO CANDIDATES :**

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

**SECTION-A****1. Write short notes on :**

- a) What are the parts of speech?
- b) Name-the features of direct speech.
- c) Discuss briefly the concept of modals.
- d) List the applications of communication.
- e) Enlist the types of verbal communication.
- f) Differentiate tenders and notices.
- g) Name **any two** methods to improve listening barriers.
- h) Why is Email important?
- i) How body language is significant?
- j) Demonstrate the concept of creative writing.

### SECTION-B

2. Explain the major components of sentence formation.
3. What is meant by business communication? Explain the ways to handle barriers.
4. Discuss the process of sequencing the speech.
5. What are the issues associated with the listening skills? Explain.
6. Explain the steps to prepare PPTs.

### SECTION-C

7. Explain the following :
  - a) Active Voice
  - b) Formal Letter
8. How does vocabulary help in reading and writing skills? Explain.
9. What is the need of non-verbal communication? Explain its importance as an individual.

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**